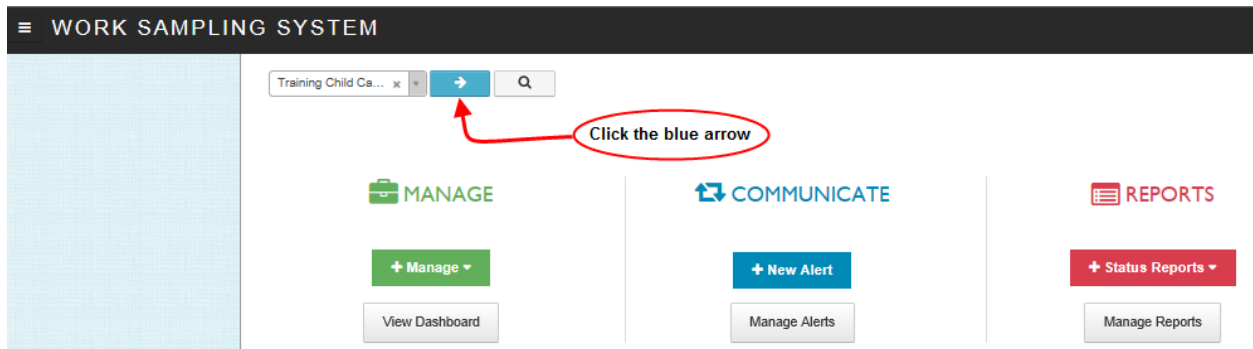# HOW TO ADD A STUDENT – Directors/Admins
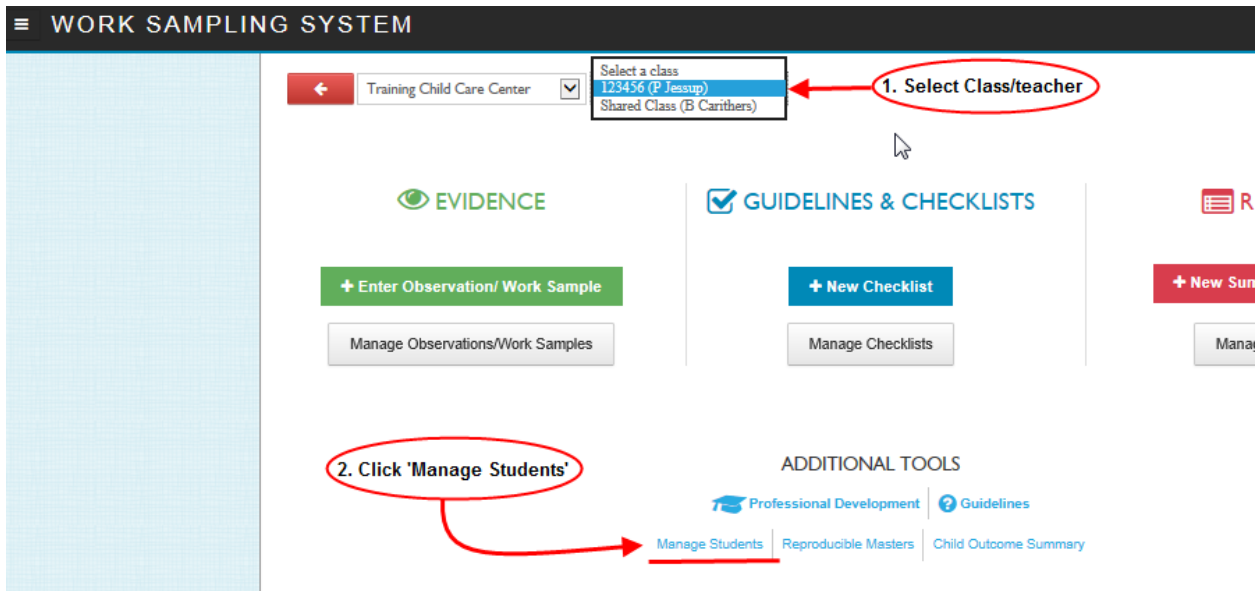## (Updated: 7/21/15)

NOTE: Two requirements before attempting to add a student are: 1) a class name must have already been created under which the student will be added (See 'How to Add a Class – Directors/Admin'), and 2) each student MUST have a PANDA ID. PANDA IDs can be found on the PANDA Roster Report.

To add a student to WSO follow the instructions below and refer to the corresponding screen prints:

1. On the WSO 'Home' screen, click the blue arrow next to the 'site' field.
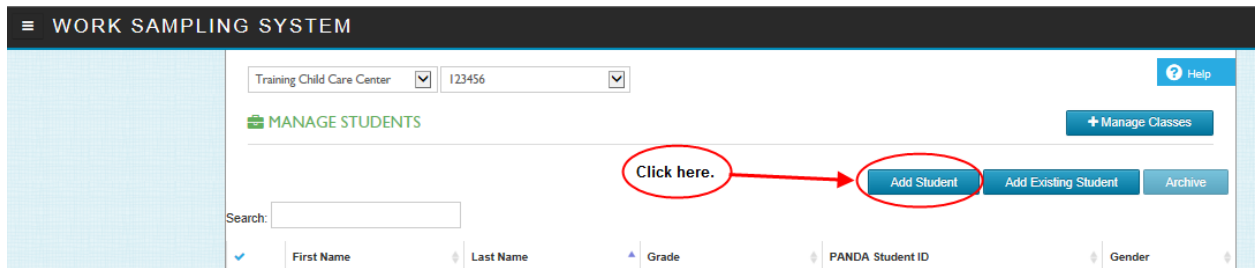

2. On the displayed drop down list, select the class to which you want to add the student and then click the 'Manage Students' link.

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3. On the 'MANAGE STUDENTS' screen, click the blue 'Add Student' button.

4. The 'Add Student' screen will be displayed and has six required fields. <u>With the current version of WSO, you will need to scroll down to display all the fields on the screen.</u> The screen prints below portray how the fields on the 'ADD STUDENT' screen will typically be divided and displayed on your monitor. Be sure to complete data entry in all fields before clicking 'Save' to avoid possibly having to go back and add additional information for the student. On the 'ADD STUDENT' screen, enter information into all six required fields and any other fields as appropriate. When complete, click 'Save'.

**** Scroll down in WSO to see the remaining part of the 'Add Student' screen (below).

IMPORTANT: When adding a student, should you get the message that the PANDA ID <u>or</u> the student name already exists in WSO, you <u>should NOT continue with adding the student</u> until you contact PreK Assessment. You may reach PreK Assessment by either calling the DECAL WSO Help line at 770/342-3879 or by completing the online WSO Assessment Support request form located at <u>http://decal.ga.gov/PreK/WSO_Logging.aspx</u>.